

**NOTICE OF MEETING**  
**LONG BEACH CIVIL SERVICE COMMISSION**

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, FEBRUARY 17, 2010, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7<sup>TH</sup> FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

**A G E N D A**

1. **MINUTES** – Regular Meeting of February 10, 2010
2. **REQUEST FOR SELECTIVE CERTIFICATION** – Recreation Assistant
  - a. Communication from Phil T. Hester, Director of Parks, Recreation & Marine
  - b. Staff report prepared by Lourdes Ferrer, Personnel Analyst
3. **BULLETINS**  
Department Librarian  
General Librarian  
Water Utility Mechanic
4. **EXAMINATION RESULTS** – Housing Specialist
5. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**  
Building Maintenance Engineer  
Civil Engineer (2/25/09 & 8/26/09)  
Public Health Nutritionist (2/25/09)  
Public Safety Dispatcher (8/26/09)
6. **RETIREMENTS**  
James Washington/General Librarian/Library (21 yrs., 5 mos.)  
Alvin Arante/Business Systems Specialist III/Technology Services (22 yrs., 11 mos.)
7. **RESIGNATIONS**  
Vincent Price/Police Officer/Police (1 yr., 4 mos.)  
Jenny O'Connor/Environmental Health Specialist II/Health (9 yrs., 7 mos.)  
Amy Blackburn/Special Services Officer III/Airport (2 yrs., 3 mos.)
8. **MANAGERS' REPORT**
9. **NEW BUSINESS**
10. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

**9:00 A.M. – SUSPENSION APPEAL 17-S-89**

**THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.**

**"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".**

**LONG BEACH CIVIL SERVICE COMMISSION  
F. PHIL INFELISE, PRESIDENT  
FEBRUARY 10, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, February 10, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu

**MEMBER EXCUSED:** Douglas Haubert

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Melinda George, Deputy Director  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Caprice McDonald, Personnel Analyst  
Robert Pfingsthorn, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Donna de Araujo, Assistant Administrative Analyst  
Beverly Nieves, Personnel Analyst, Human Resources

**President F. Phil Infelise presided.**

**MINUTES:** It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the minutes of the regular meeting of February 3, 2010, be approved as prepared. The motion carried by a unanimous roll call vote.

**REQUEST FOR EXCEPTION TO  
CIVIL SERVICE RULES AND  
REGULATIONS – ARTICLE VIII  
SECTION 115(3)**

**Requesting Exception to Article IV, Section 27 of the  
Civil Service Rules and Regulations – Certification  
from Open Eligible Lists – Office Services Assistant**

The Secretary presented a communication from Patrick H. West, City Manager, requesting Commission approval for an exception to Article IV, Section 27 of the Civil Service Rules and Regulations –Certification from Open Eligible Lists – Office Services Assistant, specifically the certification of all City employees, including non-careers. In addition, the Secretary presented a staff report prepared by him. The Secretary briefed the Commission regarding this request, stating that he is requesting approval of certifying City employees in Band “B”, excluding non-career employees as indicated in Table “A”, Band “B” of the staff report. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu

to approve the certifying of Table "A", Band "B", as indicated in the staff report. The motion carried by a unanimous roll call vote.

#### **CHANGE IN EXAM PLAN:**

#### **FLEET SERVICES SUPERVISOR**

The Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst, requesting that the examination plan for Fleet Services Supervisor be changed from a qualifying written examination with an appraisal interview weighted 100% to only an appraisal interview weighted 100%. Ms. Ferrer briefed the Commission regarding this request. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the change in examination plan be approved. The motion carried by a unanimous roll call vote.

#### **REQUEST FOR SPECIAL ADMINISTRATION:**

#### **POLICE SERGEANT EXAMINATION**

The Secretary presented communications from Police Officers Thomas R. Cochran and Michael Soldin, requesting Commission approval for special administration of the Police Sergeant written examination. In addition, the Secretary presented a staff report prepared by Caprice McDonald, Personnel Analyst. Ms. McDonald briefed the Commission regarding the requests, stating that both candidates have scheduled vacations, which prevents them from participating in the examination at the scheduled time. As a result, they are requesting special administration of the examination. Mr. Cochran is requesting that he be administered the examination after he returns from his vacation, at which time it would have already been administered to the other candidates. Mr. Soldin is requesting that he be administered the examination before he leaves for his vacation, which would be before it is administered to the other candidates. Ms. McDonald explained the ramification of administering the examination before or after it is administered to the other candidates. She stated that there is the issue of confidentiality of the examination process or the process being delayed if it is administered after the scheduled date. She stated that if the request is granted to administer the examination, a confidentiality statement is required of the candidate. Mr. Soldin was present and spoke on his behalf. In addition, Karen Owens, Administrator, Police Personnel,

and Melinda George, Deputy Director, answered Commission questions regarding this process. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried to allow a special administration for Michael Soldin to take the Police Sergeant examination. The motion carried by a unanimous roll call vote. After further discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Saafir for the purposes of discussion to deny Thomas R. Cochran a special administration of the Police Sergeant examination. The motion carried by a unanimous roll call vote.

**REQUEST FOR ORDER OF LAYOFF:**

The Secretary presented an Order of Layoff to the Commission for the Public Health Registrar and Storekeeper classifications. In addition, the Secretary presented a staff report prepared by Diane Dzodin, Administrative Officer. Ms. Dzodin briefed the Commission regarding the layoffs, indicating that the storekeeper position will be transferring to the vacant storekeeper position in the Harbor Department. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to approve the Order of Layoff as prepared and to forward it to the City Manager. The motion carried by a unanimous roll call vote.

**EXTENSION OF EXPIRING ELIGIBLE LIST:**

**ENVIRONMENTAL SPECIALIST ASSOCIATE**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the subject eligible list be extended for an additional six months. The motion carried by a unanimous roll call vote.

**RETIREMENT:**

**MICHAEL PIEPER/REFUSE OPERATOR II/PUBLIC WORKS**

President Infelise presented a Certificate of Appreciation to Charles Rice, Electrician, Harbor Department, in recognition of 34 years of dedicated service to the City and citizens of Long Beach. A Representative from the Harbor Department was present to acknowledge Mr. Rice.

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the subject retirement be received and filed. The motion carried by a unanimous roll call vote.

**SCHEDULE FOR HEARINGS:**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following hearing schedule be approved. The motion carried by a unanimous roll call vote.

Suspension Hearing 21-S-89, March 10, 2010

Dismissal Hearing 11-D-89, May 19 & 26, 2010 &  
June 2 & 9, 2010

Dismissal Hearing 12-D-89, June 16 & 23, 2010

**RESCHEDULE FOR HEARINGS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the following hearing reschedule be approved. The motion carried by a unanimous roll call vote.

Dismissal 07-D-89, March 24 & 31, 2010 & April 7 & 21, 2010

Dismissal Hearing 05-D-89, April 28, 2010 & May 5, 2010

Dismissal Hearing 06-D-89, May 12, 2010

**MANAGERS' REPORT:**

Diane Dzodin, Administrative Officer, informed the Commission that the budget kickoff would begin this month.

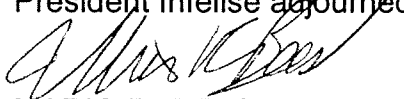
Melinda George, Deputy Director, stated that Rob Pfingsthorn and Caprice McDonald, Personnel Analysts are doing an excellent job with the Fire Captain and Police Sergeants examination process. She stated that workshops have been conducted for both of these examinations and the turn out has been good. She also informed the Commission that staff is participating in the Job Shadowing Day and two students have been assigned to the Civil Service Department.

The Secretary informed the Commission that he attended two committee meetings yesterday, the Public Safety Committee meeting, where he was asked to speak on the Fire Recruit examination, and the Personnel and Civil Service Committee meeting, where Commissioner Jeanne Karatsu was appointed for another term and the appointment of a new Civil Service Commissioner, Carolyn Smith-Watts.

The Secretary recognized Sal Ambriz as the Civil Service Department 2009 Employee of the Year.

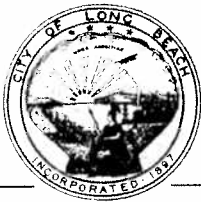
**ADJOURNMENT:**

There being no further business before the Commission,  
President Infelise adjourned the meeting.

A handwritten signature in black ink, appearing to read 'Mario R. Beas', written over the printed name.

MARIO R. BEAS  
Secretary

MRB:meh



# CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION & MARINE

2760 N. Studebaker Road, Long Beach, CA 90815-1697

(562) 570-3100 • FAX (562) 570-3109

[www.lbparks.org](http://www.lbparks.org)

February 17, 2010

Civil Service Commission  
333 West Ocean Boulevard  
Long Beach, CA 90802

## HONORABLE COMMISSIONERS:

The Department of Parks, Recreation and Marine is requesting your approval for Selective Certification. Requisition 10-16 has been submitted to fill a Recreation Assistant position in the Department's Aquatics Program at the Belmont Pool. In addition to the minimum qualifications, this position requires an individual that is experienced in the supervision and evaluation of swim instructors and the administration of various aquatics programs at the Belmont Pool. Due to the unique nature of this position, it is not practical to place a Recreation Assistant in this aquatics position without the additional skills and abilities.

This request is in accordance with Section 28 of the Civil Service Rules and Regulations. Please feel free to contact Kenneth Campbell at 8-3188 if you or your staff have any questions regarding this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Phil T. Hester".

Phil T. Hester,  
Director of Parks, Recreation and Marine

PTH:KC

cc: Sherri Nixon-Joiner, Manager – Community Recreation Services

RECEIVED  
2010 FEB -9 AM 10:18  
CIVIL SERVICE DEPT.

**DATE:** February 17, 2010  
**TO:** Civil Service Commission  
**FROM:** Lourdes Ferrer, Personnel Analyst  
**SUBJECT: REQUEST FOR SELECTIVE CERTIFICATION – RECREATION  
ASSISTANT**

Correspondence has been received from Phil T. Hester, Director, Department of Parks, Recreation and Marine, requesting Civil Service Commission authorization for the selective certification of Recreation Assistant eligible candidates who possess specific aquatic skills and abilities. Staff has reviewed this request and recommends Commission approval in accordance with Article IV, Section 28 of the Civil Service Rules and Regulations.

**Facts for Consideration:**

- Requisition # PRM 10-16 for the selective certification of one Recreation Assistant vacancy has been received and is on file in the Civil Service Department.
- The Parks, Recreation and Marine Department is in need of a Recreation Assistant with specialized skills and experience categorized under the specialty of Aquatic Programs Specialist; the required skills and experience includes experience in the supervision and evaluation of swim instructions and the administration of various aquatics programs.
- Due to the unique nature of this particular position, it is not feasible to place a Recreation Assistant into this position who does not already possess the adequate experience.
- Selective Certification of the Recreation Assistant list will allow the Department of Parks, Recreation, and Marine to fill the vacancy with an individual who possesses



1 the necessary aquatics program experience, thereby enabling the Department to  
2 continue to meet the need of the City's Community Recreation Programs.

- 3 • The current Recreation Assistant eligible list was established on July 15, 2009.  
4 Candidates who possess the skills and experience for this specialized Recreation  
5 Assistant position have already been identified as part of the Civil Service selection  
6 process. The Commission's approval of the selective certification will allow those  
7 candidates meeting the desired criteria to be certified in band order to the  
8 Department of Parks, Recreation, and Marine.

9  
10 A representative from the Department of Parks, Recreation, and Marine will be present  
11 to respond to questions from Commissioners.  
12

13 LF – REQUEST FOR SELECTIVE CERTIFICATION – RA (PRM 2/17/10)  
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# City of Long Beach Employment Opportunity

## RECREATION ASSISTANT

Job Number: 100

### SALARY RANGE:

\$15.490 to \$21.138 Hourly (Permanent/Part-Time)

**Applications available: 7:30 a.m. to 4:30 p.m., June 1, 2009 through June 12, 2009. Completed application and supplemental application must be received in the Civil Service Department by 4:30 p.m., June 12, 2009. Postmarks will not be accepted.**

**VACANCY INFORMATION:** Vacancies exist in one or more of the following specialty areas: Adaptive Program Specialist, Contract Classes and Permitting Specialist, Recreation Program Specialist, Sailing Program Specialist (Aquatics) and Senior Social Services Specialist. Future vacancies may also occur in any of the other specialties: Aquatics Program Specialist and Sports Program Specialist.

**REQUIREMENTS TO FILE:** Education equivalent to two years of college from an accredited college or university with major coursework in Recreation, Sociology/Social Work, Education or a closely related field (proof required) \* AND one year (at least 2,000 total hours) paid or volunteer employment in recreation or related field. Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

- Knowledge of recreational programs, services, facilities and equipment.
- Ability to deal effectively with the public, follow directions and effectively communicate both orally and in writing.
- Willingness to work an irregular schedule including nights, holidays and weekends as needed.
- A valid driver's license, and current DMV driving record must be submitted to the hiring department at time of selection interview.
- A standard first aid certificate is desirable and will be required after appointment.

**DESIRABLE QUALIFICATIONS:** Instructor certifications in Lifeguarding, Title 22 First Aid for Public Safety Personnel, and U.S. Merchant Marine Officer License for Sailing Aquatic Programs; Bilingual (English/Spanish, English/Southeast Asian) language skills may be required for or some positions.

**\*Applications will not be processed until all required proofs are received. Any required proofs, such as certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department by 11:59 p.m., June 17, 2009.**

**EXAMPLES OF DUTIES:** Under supervision, performs skilled recreation work requiring specialized recreational knowledge; assists in the development and implementation of recreational programs; assists in the coordination and implementation of service programs; implements and directs specialized recreational classes for the community; assists in the coordination of City funded and co-sponsored multi-service programs within an assigned geographic area; supervises part-time and seasonal staff; receives program funds, reconciles accounts, and makes deposits; prepares oral and written reports; works with community organizations; and performs other related duties as required.

### SELECTION PROCEDURE:

Evaluation of Application and Supplemental Application.....100%

**Note:** Candidates will be evaluated on the basis of applications and supplemental applications submitted. Therefore, it is to the candidate's advantage to clearly document all job-related education, training, and experience. Resumes will be accepted, but may not be submitted in lieu of the required application and supplemental application. Only those candidates whose education/experience clearly meet or exceed the stated requirements will be placed in score bands on the eligible list, depending upon qualifications evaluated in a comparative analysis.

**If you have not received notification by June 26, 2009, please contact the Civil Service Department at (562) 570-6202.**

This information is available in alternative format by request to (562) 570-6202.

J.O.B. 100-09 H52NN-09  
DWM (Recreation Assistant)

5/27/09

**Apply to:**  
**City of Long Beach**  
**Civil Service Commission**  
333 W. Ocean Blvd., 7th Floor  
Long Beach, CA 90802  
Phone: (562) 570-6202

**Apply online: [www.longbeach.gov/civilservice](http://www.longbeach.gov/civilservice)**  
**For recorded announcement of other jobs available,**  
Call (562) 570-6201  
TDD (562) 570-6638 (for hearing impaired)  
An Equal Opportunity Employer



If a special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.

# DEPARTMENT LIBRARIAN

Job Number: 25

## **SALARY RANGE:**

Grades I - II: \$2,109.12 to \$3,096.00 Biweekly  
\$4,585.00 to \$6,731.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m. February 19 through May 28, 2010. Completed applications and supplemental applications must be received in the Civil Service Department on or before 4:30 p.m., May 28, 2010. Postmarks will not be accepted. Online applications are encouraged.**

## **REQUIREMENTS TO FILE:**

- A Master's Degree in Library Science (MLS) or Library Information Systems (MLIS) from an American Library Association accredited college (proof required.)\*
- Three years' increasingly responsible professional library experience, including supervision or lead responsibility for professional or technical staff. For Automated Services positions, experience in cataloging, acquisitions, contract management and/or working with automated library systems is required.
- A working knowledge of management principles and techniques, including budgeting, employee supervision, communication and team building.
- Ability to: manage and supervise in a changing library environment; effectively relate to a multicultural, multi-ethnic population; and effectively utilize a personal computer, various online databases, and Windows software including MS Word and Excel.
- Willingness to work shift assignments in different locations and work evenings and weekends.

A valid motor vehicle's operator's license may be required. If required, a current DMV driving record must be submitted to the hiring department at time of selection interview.

**\*Applications will not be processed until all required proofs are received. Any required proofs such as certificates, diplomas, licenses, or transcripts must be received in the Civil Service Department by 11:59 p.m., June 2, 2010. Documents may be received in person, via email [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov) or fax to 562.570.5293.**

**EXAMPLES OF DUTIES:** Under direction, manages and provides leadership for a neighborhood library or a main library department; performs complex library work; assigns, supervises and reviews the work of professional and non-professional staff members; trains and develops staff members; manages contracts with outside vendors; uses the automated library system; uses electronic databases, including the internet; selects books and other materials to purchase and manages budgets; catalogs materials; performs community outreach functions; gives book reviews and talks to community groups; develops and maintains the collection for relevancy and currency; performs reference work; assists and advises readers in the selection of materials; prepares reading lists, bibliographies and special indexes; prepares regular and special statistical and narrative reports; and performs other related duties as required.

**DESIRABLE QUALIFICATIONS:** For some positions: Automated Services - cataloging, acquisitions, contract management and/or working with automated library systems experience; and/or bilingual skill in English/Spanish or an English/Southeast Asian language.

**SELECTION PROCEDURE:** This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the requirements to file will be placed on the eligible list, with those receiving Veteran's Credit first, and then in the order in which applications were filed. Screening of candidates will be conducted on the basis of applications, supplemental applications and required documents submitted. Resumes will be accepted, but may not be substituted in lieu of the required application forms. As vacancies occur, the names of qualified applicants will be submitted to the department for consideration. The eligible list will remain in effect for at least six (6) months.

**If you have not received notification by June 16, 2010, contact the Civil Service Department at 562.570.6202.**

This information is available in an alternative format by request at (562) 570-6202.

J.O.B. MG 25-10 E30AN

02/17/10

# GENERAL LIBRARIAN

Job Number: 26

## **SALARY RANGE:**

\$1,907.68 to \$2,592.24 Biweekly

\$4,148.00 to \$5,636.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m. February 19 through May 28, 2010. Completed applications and supplemental applications must be received in the Civil Service Department on or before 4:30 p.m., May 28, 2010. Postmarks will not be accepted. Online applications are encouraged.**

## **REQUIREMENTS TO FILE:**

- A Master's Degree in Library Science (MLS) or Library Information Systems (MLIS) from an American Library Association accredited college (proof required.)\* **OR** Enrollment in a Master's Degree in Library Science or Library Information Systems program at an American Library Association accredited college (proof required)\* and completion of the MLS or MLIS program prior to passing probation.
- Ability to use a personal computer and utilize Windows and Office software.
- Willingness: to work at the Main Library or any of the neighborhood libraries on either a full-time or part-time basis; to work weekends and evenings.
- Positions assigned to Children's, Teen's, and Adult Services, and/or Bibliographic Control may require the candidate to have specialized training and/or experience and demonstrate an enthusiasm and interest in working in these areas.

A valid motor vehicle operator's license may be required. If required, a current DMV driving record must be submitted to the hiring department at time of selection interview.

**\*Applications will not be processed until all required proofs are received. Any required proofs such as diplomas, licenses, or transcripts must be received in the Civil Service Dept. by 11:59 p.m., June 2, 2010. Documents may be received in person, via email [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov) or fax to (562) 570-5293.**

**DESIRABLE QUALIFICATIONS:** For some positions: specialized experience in Children's, Teen's, Adult Services, and/or Bibliographic Controls; bilingual skill in English/Spanish or an English/Southeast Asian language.

**EXAMPLES OF DUTIES:** Under direction, performs professional library work, including but not limited to adult, young adult, children's, reference and advisory services; assists in the use of collections; evaluates and selects materials; provides reference assistance in person, by telephone, online, or by mail; provides guidance in user selection, use of materials and electronic resources, interprets and encourages use of library resources; plans and conducts special programs and projects; prepares booklists; bibliographies, and exhibits; attends professional meetings and prepares written reports; participates in community outreach programs including school visits and community organization meetings; provides instruction in the use of library collections, equipment, internet, and electronic databases; may manage collection and/or supply budgets; and performs other related duties as required.

**SELECTION PROCEDURE:** This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the requirements to file will be placed on the eligible list, with those receiving Veteran's Credit first, and then in the order in which applications were filed. Screening of candidates will be conducted on the basis of applications, supplemental applications, and required documents submitted. Resumes will be accepted but may NOT be substituted in lieu of the required application and supplemental application. As vacancies occur, the names of qualified applicants will be submitted to the department for consideration. The eligible list will remain in effect for at least 6 months.

**If you have not received notification by June 16, 2010, contact the Civil Service Department at 562.570.6202.**

This information is available in an alternative format by request at (562) 570-6202.

JOB MG 26-10 E37NN-10

02/17/10

# WATER UTILITY MECHANIC

Job Number: 23

## SALARY RANGE:

Grades I - III: \$1,301.60 to \$2,244.72 Biweekly  
\$2,830.00 to \$4,880.00 Monthly

**Applications available: 7:30 a.m. to 4:30 p.m.,  
February 19, 2010 through March 5, 2010.**

**Completed applications and supplemental  
applications must be received in the Civil Service  
Department by 4:30 p.m., March 5, 2010.  
Postmarks will not be accepted.**

**REQUIREMENTS TO FILE:** A minimum of one year full-time (equivalent) paid experience in one or more of the following areas: pipeline construction; installation, maintenance and repair of water meters, backflow units, services, mains, valves water production and distribution systems; or waste water systems.

A valid Grade 1 Water Distribution Operator Certificate (proof required)\* or completion of 15 or more units of Water Utility Science coursework (proof required)\* may be substituted for up to 6 months of experience.

Ability to respond to emergency call-outs on a 24-hour basis and to report to the Operations Service Center for emergency calls within a thirty-minute timeframe.

Proof of a valid Class C motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at time of selection interview.

A Class B driver's license with tanker endorsement will be required before the completion of probation.

**\*Applications will not be processed until all required proofs are received. Any required proofs, such as certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department by 11:59 p.m., March 10, 2010. Documents may be received in person, via email to [civilservice@longbeach.gov](mailto:civilservice@longbeach.gov), or fax to (562) 570-5293.**

**EXAMPLES OF DUTIES:** Under general supervision, performs a variety of heavy manual, semi-skilled and skilled work in the installation, maintenance, operation, repair and testing of water distribution and waste water

**(Examples of Duties Continued)** collection system facilities, equipment and components; installs, maintains, repairs and replaces water mains, water services, control valves, meters, fire hydrants, and other water distribution system components; locates and repairs water pipeline defects; cuts, threads, fits and joins pipes and tubing; makes taps on water mains; excavates, shores, backfills and compacts trenches; operates trucks, pneumatic and hydraulic tools and related construction equipment; inspects and cleans sanitary sewer lines; locates and clears sewer pipeline blockages; locates and repairs sewer manholes; notifies customers and effects water distribution shutdowns; collects water samples for subsequent analysis; reads, exchanges, repairs and tests water meters; answers customer calls for main breaks, fire hydrant breaks, service breaks, meter turn-offs and turn-ons, no water and low pressure reports, meter leaks, dirty water and noise in water lines reports; conducts fire hydrant flushing operations; investigates improper or unusual conditions of water utilization; inspects private or public premises for water leaks and sewage overflows; under direction, installs, repairs, and otherwise maintains critical sewer pump station components; conducts pressure and fire hydrant flow tests; repairs, exchanges and otherwise maintains fire hydrants; tests, repairs or replaces backflow assemblies; and performs other related duties as required.

## EXAMINATION WEIGHTS:

Written Examination.....100%  
(Scope: Tool Identification, Pipeline Construction, and Customer Service)

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on an analysis of test results.

**The written exam will be scheduled shortly after close of filing. If you have not received notification by March 19, 2010, contact the Civil Service Department at (562) 570-6202.**

This information is available in an alternative format by request at (562) 570-6202.